



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENT PROGRAM ANALYST QUALITY ASSURANCE MENTAL HEALTH

Permanent/Full-Time

\$2,632.00 - \$4,155.00 - SSA ~ \$4,111.00 - \$4,997.00 - AGPA

POSITION SUMMARY:

Please note the duties will be modified so that they are appropriate for the selected candidate's level (i.e., SSA or AGPA). Under the direction of the Staff Services Manager II, the SSA/AGPA performs the more responsible and/or complex analytical staff work. Specific responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS:

Develop, coordinate and oversee all regional activities of the Quality Assurance Mental Health (QAMH) Section. Acts as team leader to develop and formulate continuous program improvements of the statewide Non-Profit Agreement (NPA) Program. Monitor compliance with the provider Agreements and review and evaluate the effectiveness of corrective actions. Coordinate and conduct on-site mental health audits of NPA and high volume provider agencies to ensure adherence to Victim Compensation Program requirements and monitor consultant member contracts. Report to Executive Management on all QAMH regional and NPA activities. Coordinate activities of the Peer Review Committee, including organizing pre-meeting tasks, attending meetings, and maintenance of member contracts. Develop other consultant contracts as necessary. Research, compose and respond to sensitive correspondence for section and Executive Management.

Research current issues relating to mental health and other quality assurance related areas; evaluate data and provide problem-solving alternatives to Management. Stay current on trends and relevant changes relating to the reimbursement of mental health treatment of child and adult victims of crime; attend conferences. Participate in or lead policy development efforts that involve the QAMH Section. Monitor and update the QAMH business plan to ensure the Board's strategic goals and objectives are met.

Work closely with the Board's Consulting Staff Psychologist to resolve unique and complex claim issues. Participate in all QAMH meetings to provide a statutory perspective to the clinical advisor for determining appropriate recommendations on complex mental health issues. Provide consultation to the QAMH regional staff on claims with special and complex issues. Coordinate and conduct on-site visits to prospective providers and evaluate qualifications for inclusion in the NPA Program. Interact with the public, Victim/Witness Centers, claimants, representatives and victims service providers in outreach activities. Provide training on mental health issues and program policies to the provider community, program staff, Victim Witness Center staff, and other interested parties.

Act as section manager in the absence of the Manager II and/or Manager I.

WHO MAY APPLY:

Current SSAs or AGPAs or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to these classifications may apply. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. **Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252 / rjones1@vcgcb.ca.gov

FINAL FILING DATE

February 21, 2006,

or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training & development assignments may be considered for most positions

California Relay Service:

Voice line: 1-800-735-2922

040-280-5393-803

TDD User: 1-800-735-2929